



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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MILLINGTON, TN 38055-0000

BUPERSINST 5216.6
BUPERS-01
25 Sep 08

BUPERS INSTRUCTION 5216.6

From: Chief of Naval Personnel

Subj: SIGNING OF CORRESPONDENCE "BY DIRECTION" FOR THE CHIEF OF
NAVAL PERSONNEL (CHNAVPERS)

Ref: (a) SECNAVINST 5216.5D

Encl: (1) Listing of Billets/Positions Authorized
"By Direction" authority of CHNAVPERS

1. Purpose. To authorize incumbents of billets/positions within Bureau of Naval Personnel (BUPERS) to sign routine correspondence and reports "By direction" of the Chief of Naval Personnel (CHNAVPERS) per guidance contained in reference (a).

2. Cancellation. BUPERSNOTE 5216 of 22 Nov 02

3. Preface

a. These guidelines do not cover who will sign correspondence in every possible situation; however, they do cite specific types of correspondence that require signature by CHNAVPERS. General rules and guidelines for signing other types of correspondence are also provided.

b. Reliance must be placed on the good judgment and common sense of those in the command that are responsible for proper preparation and signing of correspondence. Where there is any doubt, correspondence should be forwarded for signature to a person higher in the chain of command. This procedure will keep those at higher levels informed and, at the same time, show proper courtesy to the recipient of the correspondence.

4. Action. CHNAVPERS will sign all official correspondence that:

a. Establishes policy.

b. Centers on the command's mission or efficiency and is addressed to higher authority.

c. Deals with certain aspects of military justice. In this case documents which do not require personal signature by CHNAVPERS, may be signed by others, only if approved by the Staff Judge Advocate.

d. Is required by law or regulation to be signed personally by CHNAVPERS.

5. Delegation of Authority

a. Except as otherwise indicated above, Assistant Chiefs of Naval Personnel (ACNPs), Special Assistants (SAs), and Staff Office Directors (SODs) are authorized to sign official correspondence "By direction" on matters within their area of responsibility.

b. Acting Chief of Naval Personnel. When CHNAVPERS and DEPCHNAVPERS are absent for an extended period of time, the temporarily succeeding officer will sign official correspondence and the word "Acting" will be typed below the typed name.

Example:

A. B. SEA
Acting

c. Signing "For" an absent ACNP, SA, or SOD. There are occasions when documents are in final form and the official that would normally sign the document is absent. Rather than retyping the document and rerouting for concurrence, the acting official may sign the document with their name and the word "for" before the typed name of the regular signing official. This should be used only when a delay would fail to meet a crucial deadline.

6. Authorization

a. Per reference (a), the incumbent of each billet/position listed in enclosure (1) is granted authority to sign "By direction" official correspondence and other documents originated within the respective department, division, branch, or office.

b. Each authorization issued under this notice is limited to correspondence within the area of responsibility for each

official exercising such authorization, unless good judgment calls for the signature of a higher official. **CHNAVPERS will sign correspondence addressed to higher authorities (Echelon 1 and 2 activities) that are not in the BUPERS chain of command.**

c. Because the authority to sign "By direction" of CHNAVPERS is given to a specified billet/position for specific types of correspondence, the authority to sign "By direction" may not be re-delegated.

d. ACNPs, SAs and SODs may authorize the use of an electronically generated or pre-printed form letter with an electronically or pre-printed signature over the words "By direction" in routine, repetitive cases where it is appropriate and more practical than to require the originator to sign individual form letters. Electronically generated form letters are preferable to the pre-printed form letter and should be used to the maximum extent possible; however, if the electronic form letter is not practical, the printing requisition for the pre-printed letters will carry a signed certification of approval by the authorizing official.

7. Signatures

a. The signature of the signing official will be followed by typed or stamped name and title as indicated below:

(1) Assistant Chiefs

Name
Assistant Chief
MPTE Policy (BUPERS-2)

(2) Special Assistants

Name
Chief Operating Officer (BUPERS-00C)

(3) Staff Office Director

Name
Director,
MPTE Human Resource Office (BUPERS-05)

b. The signature of the signing official who signs without a title shall do so as indicated below:

Name
By direction

c. On "MEMORANDUM FOR" format correspondence, signature of the signing official will be followed by typed or stamped name and billet/position title; "By direction" will not be indicated.

d. On "Business" format correspondence, signature of the signing official will be followed by typed or stamped name, military grade (if any) billet/position title, and "By direction of the Chief."

8. Changes to Billet/Position Listing. Requests for changes to enclosure (1) will be submitted via e-mail to BUPERS, Records Management/Directives Office (BUPERS-01).



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Distribution:
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<http://buperscd.technology.navy.mil>

BILLETS/POSITIONS AUTHORIZED TO SIGN "BY DIRECTION"

Incumbents of the below listed billets/positions are granted authority to sign "By direction" of CHNAVPERS. The authorization is limited to official correspondence and other documents within their respective areas of responsibility concerning routine matters connected with the billet/position. Restrictions or specific authorizations pertinent to a particular billet/position are listed.

SPECIAL ASSISTANTS

BUPERS CODE	BILLET/POSITION TITLE	RESTRICTIONS
00A	Executive Assistant to Chief of Naval Personnel	Correspondence within the responsibility of the Executive Assistant that does not require the signature of CHNAVPERS or DEPCHNAVPERS per established procedures.
00B	Deputy Chief of Naval Personnel	Delegated the authority to act on behalf of CHNAVPERS. Conducts the routine, day-to-day operations of the Bureau of Naval Personnel that normally come within the cognizance of the DEPCHNAVPERS. This includes all matters related to military personnel.
00BA	Executive Assistant to Deputy Chief of Naval Personnel	Correspondence within the responsibility of the Executive Assistant that does not require the signature of CHNAVPERS or DEPCHNAVPERS per established procedures.

SPECIAL ASSISTANTS

BUPERS CODE	BILLET/POSITION TITLE	RESTRICTIONS
00BB	Assistant Deputy Chief of Naval Personnel	Correspondence within the responsibility of the Assistant Deputy that does not require the signature of CHNAVPERS or DEPCHNAVPERS per established procedures.
00C	Chief Operating Officer	Correspondence within the responsibility of the Chief Operating Officer that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
00EL	Enterprise Liaison	Correspondence within the responsibility of the Enterprise Liaison Office that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
00F	Flag Officer Management and Distribution	Correspondence within the responsibility of the Flag Officer Management and Distribution Office that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
00IG	Inspector General Matters	Correspondence within the responsibility of the Inspector General Office that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
00J6	FOIA/PA Coordinator	Correspondence within the responsibility of FOIA/PA Program that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.

SPECIAL ASSISTANTS

BUPERS CODE	BILLET/POSITION TITLE	RESTRICTIONS
00L	Legal Advisor	Correspondence within the responsibility of Legal Office that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
00M	MPTE Fleet Master Chief	Correspondence within the responsibility of the Fleet Master Chief Office that does not require the signature of DEPCHNAVPERS or CHNAVPERS per established procedures.
00P	Public Affairs	Correspondence within the responsibility of the Public Affairs Office that does not require the signature of DEPCHNAVPERS or CHNAVPERS per established procedures.
00S	Chief of Staff/Secretariat	Correspondence within the responsibility of the Chief of Staff/Secretariat Office that does not require the signature of DEPCHNAVPERS or CHNAVPERS per established procedures.
00T	Training and Education	Correspondence within the responsibility of the Training and Education Office that does not require the signature of DEPCHNAVPERS or CHNAVPERS per established procedures.

SPECIAL ASSISTANTS

BUPERS CODE	BILLET/POSITION TITLE	RESTRICTIONS
00U	Command Deputy EEO Office	Correspondence within the responsibility of the Command Deputy EEO Office that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
00X	Legislative Advisor	Correspondence within the responsibility of the Legislative Matters Office that does not require the signature of DEPCHNAVPERS or CHNAVPERS per established procedures.
00Y	Special Assistant for Security	Correspondence within the responsibility of the Security Office that does not require the signature of DEPCHNAVPERS or CHNAVPERS per established procedures.
00Z	Special Assistant for Safety	Correspondence within the responsibility of the Safety Office that does not require the signature of DEPCHNAVPERS or CHNAVPERS per established procedures.

ASSISTANT CHIEFS OF NAVAL PERSONNEL

BUPERS CODE	BILLET/POSITION TITLE	RESTRICTIONS
1	ACNP for Navy Personnel, Research, Studies, and Technology (NPRST)	Correspondence within the responsibility of the Navy Personnel, Research, Studies, and Technology Office that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
2	ACNP for MPTE Policy	Correspondence within the responsibility of the MPTE Policy Office that does not require the DEPCHNAVPERS, or CHNAVPERS signature per established procedures.
3	ACNP for Military Community Management	Correspondence within the responsibility of the Military Community Management Office that does not require the DEPCHNAVPERS, or CHNAVPERS signature per established procedures.
5	ACNP for MPTE Requirements	Correspondence within the responsibility of the MPTE Requirements Office that does not require the DEPCHNAVPERS, or CHNAVPERS signature per established procedures.
7	ACNP for Resource Management	Correspondence within the responsibility of the Resource Management Office that does not require the DEPCHNAVPERS, or CHNAVPERS signature per established procedures.

STAFF OFFICES

BUPERS CODE	BILLET/POSITION TITLE	RESTRICTIONS
01	Director, Records Management/ Directives Office	Correspondence within the responsibility of the Records Management/Directives Office that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
05	Director, Human Resources Office	Correspondence within the responsibility of the Human Resources Office that does not require the DEPCHNAVPERS or CHNAVPERS signature per established procedures.
07	Director, Command Information Office	Correspondence within the responsibility of the Command Information Office that does not require the signature of DEPCHNAVPERS or CHNAVPERS per established procedures.